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**Air National Guard (ANG) Military Vacancy Announcement (MVA)**  
*(Must be a current ANG member only)*

**2010-226**

**ASSISTANT CAREER FIELD MANAGER**

**PROMOTABLE TSGT - MSGT**

*\*(Must meet this rank requirement at closeout date)*

**Closeout Date: 3 Dec 2010 Close of Business (COB)**

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To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 4-year Statutory Tour at **NGB/A6 (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **ANY**. Duties and Responsibilities: Roles include: Serves as Assistant 3DXXX Career Field Manager within the Force Management branch within the NGB/A6X Plans and Programs directorate. Monitors the health and manning of approximately 12,700 enlisted 3DXXX personnel within the Air National Guard. Responsibilities include: Managing trained personnel requirements, and developing and managing career-long training plans and requirements. Construct viable career paths, evaluate training effectiveness, monitor health and manning of the career field, and provide input on manning, personnel policies and programs. Implement and advise on changes to force management policies and programs, develop contingency planning actions, validate deployment requirements, and verify workforce availability. Ensure career fields are responsive to both current and future needs of the Air National Guard and the Air Force. Manage 3DXXX enlisted career fields for the ANG and serve as the MAJCOM liaisons for the 3D AFSC. Monitor the health and manning of 3D career field within the ANG and elevate concerns to the Headquarters AF Career Field Managers. Manage ANG training for the 3D career field and coordinate ANG training and personnel issues across their ANG staff and with Headquarters AF Career Field Managers. Disseminate Air Force and career field policies and program requirements affecting 3D career field throughout the ANG. Coordinate with the Air Force Personnel Center, through NGB/A1, to distribute personnel throughout the ANG to ensure proper command prioritization of allocated/assigned personnel resources. Provide functional and subject matter expertise to Air Education and Training Command Training Managers to develop new or modify/improve existing training programs.

Duties include: Forecasts future slots and monitors current FY execution rate for all 3DXXX 3 level, supplemental, and Mobile Training Team (MTT) courses while ensuring at least an 85 percent execution rate and at most a 5 percent shortfall rate. Provide guidance, identify problems, monitor pass/fail rate and recommend solutions with all Career Development Courses relating to the Communications-Computer career fields. Make recommendations and give supporting documentation to the Chief, Functional Management Branch pertaining to field classification, skill level, Armed Services Vocational Aptitude Battery (ASVAB), and medical waivers. Develop innovative training alternatives to enhance the future of the career field. Provide senior staff with metrics pertaining to the health and welfare of the career field. Review Graduate Assessment Surveys (GASs) to identify training deficiencies

and trends. Maintain and update Force Management CoP page with pertinent 3DXXX information. Assist division Functional Areas Managers (FAMs) and Field units with developing and implementing Master Training Plans (MTPs). Represent the ANG Cyber Support community at Training Planning Teams (TPTs), Utilization & Training Workshops (U&TWs), and the Communications Training Advisory Group (CTAG). Review Training Publications from AF for ANG coordination and other duties assigned.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

**Questions regarding this advertisement can be sent to [hr.apply@ang.af.mil](mailto:hr.apply@ang.af.mil)**

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